



## FMA® Experience Requirement

To earn the Facilities Management Administrator (FMA) designation, candidates are required to demonstrate three years of verifiable facilities management experience. The **FMA® Experience Requirement** ensures that those who are awarded the FMA® are both well-educated and experienced professionals.

To fulfill the FMA Experience Requirement, the following conditions must be met:

- The experience must be related to a minimum property portfolio of 50,000 square feet.
- The experience must demonstrate that you have met at least 28 of the 41 criteria listed on the enclosed FMA Experience Criteria Verification Form. Criteria may be obtained through more than one employer as long as 28 different criteria are met.
- The experience must be verified by each employer listed on the application.

*Follow these instructions to apply for credit toward the **FMA Experience Requirement**:*

### **U.S. and Canada Applicants**

Complete employment history on the attached Employment Information Form.

Forward a copy of your completed Employment Information Form and a copy of the Experience Criteria Verification Form to each employer, supervisor, or personnel manager from whom you are requesting FMA experience credit verification.

Each employer/verifier should review the Criteria Verification Form and check all applicable criteria. Please have all employers/verifiers include their e-mail address for verification purposes. (In the event that an e-mail address is not available, please ensure that the employer/verifier includes a daytime telephone number.)

Applicants should ensure that they have received ALL completed Criteria Verification forms from each applicable employer/verifier prior to submitting their complete application to BOMI International for processing. Partial applications cannot be processed. Applications received without all related completed Criteria Verification Forms will be returned to the applicant.

For prompt consideration completed applications should be forwarded, with a PDF of the applicant's resume, to [service@bomi.org](mailto:service@bomi.org). Through June 30, 2020, completed applications cannot be mailed or faxed. In addition, through June 30, 2020 BOMI is waiving the required notary signature.

**YOU MUST INCLUDE YOUR RESUME FOR YOUR APPLICATION TO BE PROCESSED.**

**FMA® Experience Requirement    Employment Information**

BOMI International ID#: \_\_\_\_\_ Application Date: \_\_\_\_\_  
Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Preferred Mailing Address: \_\_\_\_\_  
City, State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_  
Home Phone: \_\_\_\_\_

**Employment History**

List the names and addresses of all places of employment that you are submitting for FMA experience credit. Please list your current employer first and then any additional employers who are providing verification. (PLEASE NOTE: When combining experience at multiple companies a separate signed FMA Criteria Verification form must be submitted from each company.)

1. Current Employer: \_\_\_\_\_  
Name of Verifier: \_\_\_\_\_ Title: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
City, State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Position(s) at Company: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_ Number of Years at Company: \_\_\_\_\_
  
2. Current Employer: \_\_\_\_\_  
Name of Verifier: \_\_\_\_\_ Title: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
City, State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Position(s) at Company: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_ Number of Years at Company: \_\_\_\_\_
  
3. Current Employer: \_\_\_\_\_  
Name of Verifier: \_\_\_\_\_ Title: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
City, State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Position(s) at Company: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_ Number of Years at Company: \_\_\_\_\_

**Total Number of Years of Experience**  
**(Must Equal Three or More):** \_\_\_\_\_

## FMA® Experience Criteria Verification Checklist

Duplicate this form for each employer providing verification.

EMPLOYER/VERIFIER: FMA candidates must demonstrate that they have met 28 of the 41 experience criteria listed below over a three-year period. Please check all applicable criteria for the individual listed on the application. For verification purposes, please provide your e-mail address.

**Employer/verifier—check all boxes that apply**

### Certifications

1. One or more industry certification programs. Approved programs include: .....   
Real Property Administrator (RPA) designation from BOMI International  
Systems Maintenance Administrator (SMA) designation from BOMI International  
Systems Maintenance Technician (SMT) designation from BOMI International  
Certified Facility Manager (CFM) from IFMA  
Facility Management Professional (FMP) from IFMA  
Certified Property Manager (CPM) from IREM

### Managing FM (plan, organize, staff, direct, control, evaluate)

2. Self-manage with assignments, activities, learnings, results and feedback.....

### Planning: Forecasting (spaces, volumes, types, timings, costs)

3. Establish 1-2 tactical facility plans, with estimates for approval or action .....

### Planning: Workplace Spaces and their Optimization

4. Develop immediate and short-term solutions as necessary .....
5. Maintain and update specifications for furnishings and systems equipment .....

### Projects: Construction and Start-Up

6. Prepare two-year operating budgets for new facilities .....

### Financials: Capital and Expense

7. Prepare or assist with annual expense and operating budgets for building .....
8. Analyze monthly, quarterly and annual operating expenses.....
9. Conduct forecasts for year-end expenses and estimates for next year.....

### Technical: Environmental Health and Safety (EHS) Management

10. Support building operations for user-EHS activities .....
11. Ensure access control is designed/operated to meet policies .....
12. Install electronic security monitors and verify their capabilities .....

### Technical: Technology Management (Process, Utility and ICT)

13. Operate voice and data systems in buildings or with central ICT .....
14. Support and/or conduct necessary maintenance for ICT systems.....
15. Assess, test and evaluate possible new FM tools (hardware or software) .....

Technical: Sustainability Initiatives

- 16. Assess and/or audit current situations and future options ..... ○
- 17. Establish programs with suitable metrics for evaluation/reporting ..... ○
- 18. Install new or modified tools/tracking techniques ..... ○

Technical: Emergency Management (EM)

- 19. Support command, control and communications planning/training/drilling ..... ○
- 20. Lead or participate in any building mitigation work ..... ○

Operations and Maintenance (O&M)

- 21. Review and maintain operational and maintenance histories for your facilities ..... ○
- 22. Implement and monitor PM programs for buildings and their equipment/systems..... ○
- 23. Perform routine inspections of facilities, equipment and systems..... ○
- 24. Develop task lists for repairs/enhancements by trades and suppliers ..... ○
- 25. Assist with or be responsible for on-going operational activities ..... ○
- 26. Define interior/exterior alteration tasks and estimate their scopes..... ○
- 27. Conduct or oversee them after approvals, and ensure satisfactory results ..... ○
- 28. Install new furnishings or systems that minimize user downtimes ..... ○
- 29. Maintain and use inventories of furnishing or attic stocks ..... ○
- 30. Conduct people moves with "one-stop shopping" techniques and post-occupancies..... ○
- 31. Do periodic testing of light, sound and temperature levels..... ○
- 32. Use various display techniques to track progress on O&M goals ..... ○
- 33. Handle downtimes to balance user and facility tradeoffs ..... ○

Administration: Outsourcing/Supplier Management (external)\* with focus on change

- 34. Assess scope of work and prepare bid documents ..... ○
- 35. Select or participate in selection of suppliers as deemed viable ..... ○
- 36. Prepare and/or administer selected service contracts ..... ○
- 37. Establish service metrics for time, cost and quality and their dashboards..... ○

Administration: Organization and Services (Internal)\* with focus on change

- 38. Oversee day-to-day operations of these services in FM facilities ..... ○
- 39. Define plans for continuous improvement with new needs or technologies..... ○

Administration: Real Estate and Leasing (External)

- 40. Support the purchase or lease process with FM expertise and inputs ..... ○
- 41. Define remediation plans and oversee them if needed..... ○

Company Name: \_\_\_\_\_  
(please print)

FMA Candidate's Name/Title: \_\_\_\_\_  
(please print)

FMA Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Verifier's Name/Title: \_\_\_\_\_  
(please print)

Verifier's Statement: I, (name) \_\_\_\_\_ hereby verify that the length of employment reflected on page 1 is accurate and that (number) \_\_\_\_\_ of 41 criteria are checked on this form, accurately reflecting the named FMA Candidate's responsibilities at the company I represent here.

Do you recommend this person for an FMA designation? Yes  No

Verifier's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Verifier's Phone Number (for authentication): \_\_\_\_\_ E-mail Address: \_\_\_\_\_

*Be sure the verifier's signature is notarized on the next page before returning it to BOMI International (U.S. Applicants only).*

# BOMI

INTERNATIONAL

**Comments by applicant – special comments, extraordinary circumstances:**

---

---

---

Please be sure that the verifier of your application has included their daytime phone number and e-mail address for authentication.

---